INSTRUCTIONS FOR AFFILIATED FELLOWSHIPS APPLICATION

2019-2020 Doctoral Competition - Social Sciences and Humanities

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General Instructions

The application form is designed to be completed on your computer using the “TAB” key to navigate through the document, with only the signature being hand-written.

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Applicant Information
Please enter your name, UBC student number and current e-mail address in the spaces provided.

Degree Information

**UBC department / graduate program as of September 2018** - if not currently enrolled at UBC, enter “Not Applicable”

**Degree type in which I am registered as of September 2018** - if not currently enrolled at UBC, enter “Not Applicable”

**Proposed degree type in 2019-2020 academic year** - if you will not be registered as a Master’s or doctoral student at UBC in the 2019-2020 academic year, you are not eligible to apply for Affiliated Fellowship funding.

- If you intend to be registered as a Master’s student at UBC in the 2019-2020 academic year, you must submit an Application for Master’s-level Affiliated Fellowship funding, which is a different application (available on the Faculty of Graduate and Postdoctoral Studies website) with a different deadline (December 1, 2018)
- If you intend to be registered as a doctoral student at UBC in the 2019-2020 academic year and:
  - Have completed between zero and 12 months of full-time graduate study as of December 31, 2018 (either because you are registered in a fast-track program (accelerated from a Master’s program into a doctoral program without obtaining the Master’s degree) or a direct-entry doctoral program (no Master’s-level studies)), you may choose to submit an application to the Master’s-level Affiliated Fellowship competition, which is a different application (available on the Faculty of Graduate and Postdoctoral Studies website) with a different deadline (December 1, 2018)
  - Have completed more than 12 months of full-time graduate study as of December 31, 2018, you should use this application form.

Research Subject Area - see descriptions at Appendix: Research Subject Areas. Choose the research subject area that most closely matches the project described in your Program of Study. This application form is for students in the Social Sciences and Humanities (Subject Areas 4, 5 and 6). If you are in another discipline (Natural Sciences and Engineering or Health Sciences), you are to submit a different application (available on the Faculty of Graduate and Postdoctoral Studies website).
Months of study - count all months of Master’s and doctoral study, at UBC and at previous institutions.

Citizenship
Application for Tri-Agency funding - Canadian citizens and permanent residents are required to apply for funding from CIHR, NSERC, or SSHRC if eligible to do so. See the websites of these funding agencies for details regarding eligibility. If you are a Canadian citizen or permanent resident and:

- If you have also submitted an NSERC / SSHRC doctoral award application or a Tri-Agency CGSM application to your UBC graduate program, you do not need to also submit an Affiliated Fellowship application.
- If you have submitted a CIHR Doctoral Research Award application through ResearchNet or an NSERC / SSHRC doctoral award application directly to the funding agency or to another Canadian university, you may submit an Affiliated Fellowship application.

Signature
Your signature certifies that you meet the following specific requirements:

- You accept the terms and conditions of the award as set out in UBC’s Senate Regulations Governing University Awards (http://www.calendar.ubc.ca/vancouver/index.cfm?tree=3,299,0,0);
- You understand that the personal information you provide on this form is collected pursuant to section 26 of the Freedom of Information and Protection of Privacy Act (http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/96165_00). It will be used only for the purposes of processing and assessing your scholarship application in accordance with section 32 of the Act. If necessary, it will be disclosed in accordance with sections 32 to 36, as authorized by the Act;
- You agree to comply with UBC’s Policy on Scholarly Integrity (http://www.universitycounsel.ubc.ca/policies/policy85.pdf);
- You certify that the information provided in your application is true, complete, accurate and consistent with institutional policies to the best of your knowledge. The provision of false or inaccurate information may result in sanctions, including termination of funding and disentitlement from eligibility for future funding; and
- You acknowledge and accept that UBC reserves the right to follow up in order to validate the applicant information that is provided in the application.

Academic Background
Beginning with your most recent or current degree, list up to five degrees in reverse chronological order. Include only current and past programs; do not include programs that you have not yet started. If you are currently enrolled in a program, it must be included here. For degree programs you have completed, provide the date on which all requirements of the degree were met (not the convocation date). This includes your thesis defence corrections, and deposition of thesis.

If you began a master’s degree and transferred to a doctoral degree without completing the master’s, indicate this by leaving the “Expected / awarded date” field blank for that entry. For your doctorate, the start date will be the date on which you were first officially registered in a PhD program.

Under “Name of discipline,” indicate the complete, exact title of your Program of study (e.g. PhD in Psychology – Cognitive Psychology).

Please note that there is the possibility of listing up to five degrees, it is recognized that most applicants will fill in one or two at the most.
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Work Experience
List up to a maximum of five other positions you are holding or have held (include academic and only relevant non-academic work experience, as well as administrative appointments). You may include research and teaching assistantships in this category. Beginning with the most recent, list your positions in reverse chronological order, based on the start year.

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Credentials
List up to six (6) scholarships, fellowships, prizes, and other academic awards you have received and think would be most pertinent to the adjudication of your application. Specify the source for each (e.g., international, federal, provincial or territorial government department, university, private sector or community organization, etc.), year, value and duration, as applicable. Do not include teaching assistantships in this section.

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Criteria-Based Affiliated Fellowships
Review the descriptions of the criteria-based awards and select those awards for which you are eligible from the list.

Attachments
In addition to the Affiliated Fellowship application form, you must submit the following materials to your graduate program. You should check with your graduate program to confirm whether you should submit your attachments as a hard-copy document or as an electronic file, e.g., PDF or DOC.

General Presentation
Attachments materials must be submitted to your graduate program. Please ensure your attachments are presented according to these specifications:

- typed or word processed, single-sided, on 8 ½” x 11” (21.5 cm x 28 cm), white paper;
- single-spaced, with no more than six lines of type per inch;
- body text in a minimum 12-point Times New Roman font;
- all margins set at a minimum of ¾” (1.87 cm);
- your name and UBC student number appears within the set margins at the top right corner of every page; and
- pages numbered consecutively following the last page of your application printout.

Please Note:
- Any extraneous materials (such as CVs and résumés) will be removed if submitted;
- Should the applicant exceed the page limits listed in the instructions above, any additional pages will be removed.

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Program of Study

Maximum two pages
Applicants must complete this section themselves

Describe your program of study in non-technical terms. Write your proposal in clear, plain language and avoid jargon, because your application will be evaluated by a multidisciplinary committee.

Ensure that your text includes the requirements listed under the appropriate category, especially with respect to your thesis proposal:

1. If you are currently completing a bachelor's degree, have not undertaken any graduate level studies, or if you are completing or have completed a master's degree:
   a. Clearly state your current level of study;
   b. Give the title and a brief description of your master's thesis, if applicable;
   c. Identify the degree program which you will pursue including any relevant courses and provide an explanation for your choice; and
   d. Provide an outline of your doctoral thesis proposal, including the research question, context, objectives, methodology and potential contribution to the advancement of knowledge, and your special interests in the proposed area of research.

2. If you are currently enrolled in a doctoral degree program:
   a. Clearly state your current level of graduate study;
   b. Indicate what stage you are at in your thesis;
   c. Provide the name of your supervisor of doctoral studies, if known;
   d. Provide an outline of your thesis proposal, including, for example, the research question, context, objectives, methodology and potential contribution to the advancement of knowledge; and
   e. Describe what you hope to accomplish during the award tenure and what will remain to be done before you obtain your degree.

Bibliography and Citations

Maximum five pages

Provide the following:
- a bibliography for your proposed research proposal (please do not send publications or include endnotes); and
- bibliographic details for all citations included in your Program of Study. Ensure that they are clear and complete to allow reviewers to locate the sources easily.

Research Contributions

Maximum one page

If applicable, provide details, as appropriate, on the contributions you listed, as follows:

- In the left margin, identify refereed publications with an "R". A refereed work is assessed:
  - in its entirety - not merely an abstract or extract;
  - before publication;
  - by appropriately independent, anonymous, qualified experts. "Independent" in this context means at arm's length from the author.
- Specify your role in co-authored publications.
- For published contributions, provide complete bibliographic details (including co-authors, title, publisher, journal, volume, date of publication, number of pages, etc.) as they appear in the original publication.
- For publications in languages other than French or English, provide a translation of the title and the name of the publication.

Note: A thesis is not considered a refereed publication.

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Group your contributions by category in the following order, listing your most recent contributions first:

1. **Refereed contributions**: books (where applicable, subdivide according to those that are single authored, co-authored, and edited works), monographs, book chapters, articles in scholarly refereed journals, conference proceedings, etc.
2. **Other refereed contributions**, such as: papers presented at scholarly meetings or conferences, articles in professional or trade journals, etc.
3. **Non-refereed contributions**, such as: book reviews, published reviews of your work, research reports, policy papers, public lectures, etc.
4. **Forthcoming contributions**: Indicate one of the following statuses - "submitted", "revised and submitted", "accepted" or "in press". Provide the name of the journal or book publisher and the number of pages. Contributions not yet submitted should not be listed.

**Creative outputs**: Applicants whose research outputs include an artistic creation may list their most recent and significant achievements, starting with the most recent, in a separate category: "Creative outputs". This category may be followed by the categories shown above, as appropriate. Examples of creative outputs may include, for example, exhibitions, performances, publications, presentations, film, video, audio recordings, etc.

Although there is the possibility of listing research contributions, it is recognized that some applicants may not yet have publications or other research contributions to list.

**Allowable Inclusions**

**Maximum half a page**

We ask our adjudication committees to take into consideration special circumstances that may have candidates’ research, professional career, record of academic or research achievement, or completion of degrees. Relevant circumstances might include administrative responsibilities, maternity/parental leave, childrearing, illness, cultural or community responsibilities, socio-economic context, or health-related family responsibilities. Please specify the dates for any delays or interruptions.

**Transcripts**

- All applicants must submit transcripts for all university-level studies (including studies undertaken but not completed) up to August 31, 2018.
- For institutions other than UBC, only official transcripts will be accepted. These may be original or certified true copies provided by the applicant’s graduate program. Please note that students must request certified true copies of transcripts from their graduate program, not from the Faculty of Graduate and Postdoctoral Studies.
- For UBC transcripts, the applicant’s “Academic History” printed from the SISC by the applicant’s graduate program will be accepted.
- Translations of transcripts in any languages other than French and English must be included.
- It remains the applicant’s responsibility to ensure that all required transcripts have been provided to his or her graduate program by the graduate program’s Affiliated Fellowships deadline.
Reference Forms

The reports must be completed by persons capable of making an informed assessment.

- One report should be from a person very familiar with your research and other abilities, e.g., current academic research supervisor or industrial supervisor (in the case of co-op students); previous academic research, industrial or USRA supervisor.
- The second report should be from a person sufficiently familiar with your research and other abilities to provide a meaningful commentary.
- A report cannot be completed by a proposed supervisor unless that person is, or has been, your supervisor.

Applicants are to provide to their referees the appropriate Affiliated Fellowships Reference Forms available on the Awards Forms for Students page. The reference forms are form-fillable Microsoft Word documents, and can be e-mailed by the applicant to their referees. Applicants should:

- complete the top portion of the reference forms before providing these forms to their referees;
- provide their referees with a copy of their list of research contributions, program of study, and transcripts so that they can be reviewed before the reference forms are completed.

Very Important: Regardless of whether referees submit their reference forms to the applicant or directly to the applicant's graduate program:

- Only recommendation letters signed by the person providing the reference are acceptable;
- Original, faxed, and scanned copies sent by e-mail directly to the graduate program are acceptable;
- E-mails and any other reference form that is not signed by the referee will not be accepted under any circumstances;
- Reference forms are confidential, and the contents of the reference forms are not to be viewed by the applicant;
- Reference forms must be received by the applicant's graduate program by the graduate program’s Affiliated Fellowships deadline.

Final Notes

- Applications submitted to the combined Affiliated Fellowships / Tri-Agency competition shall also be removed from the competition for any of the following reasons:
  - if the application form or free-form pages are hand-written,
  - if a minimum of two reference forms or letters are not submitted with the application,
  - if transcripts from any institutions listed in the academic history section of the application are not submitted with the application,
  - if the free-form pages are not submitted with the application,
  - if the free-form pages are not formatted correctly (according the formats for font size and margins listed in the application instructions).
- It is the applicant’s responsibility to ensure that all application materials (including transcripts and reference letters) are received by their graduate program by the deadline.
Appendix: Research Subject Areas

Applicants using this application form (Health Sciences) must choose Research Subject Area 3. If a different research subject area is more appropriate, complete the appropriate Affiliated Fellowship application form.

Research Subject Area 1
- Aerospace, Aeronautical and Automotive Engineering
- Agricultural Engineering
- Astronomy
- Biomedical Engineering
- Chemical Engineering
- Civil Engineering
- Computing Sciences
- Design and Manufacturing
- Electrical Engineering
- Environmental Engineering
- Fluid Mechanics
- Forest Engineering
- Geotechnical Engineering
- Industrial Engineering
- Materials Science and Technology
- Mathematical Sciences
- Mechanical Engineering
- Mining and Mineral Processing
- Physics
- Structural Engineering

Research Subject Area 2
- Animal Biology
- Animal Physiology and Metabolism
- Behavioural Neuroscience
- Chemistry
- Cognitive Science-Development
- Cognitive Science-Fundamental
- Cognitive Science-Language
- Earth Sciences
- Ecology
- Food Science and Technology
- Kinesiology
- Neurophysiology
- Plant and Tree Biology
- Psychology-Fundamental Processes
- Sensory Systems and Perception

Research Subject Area 3
- Cellular and Molecular Biology
- Health Sciences (CIHR Eligible)
Research Subject Area 4
- Classical and dead languages
- Classical archaeology
- Classics
- Fine arts
- History
- Literature (all types)
- Mediaeval studies
- Philosophy
- Religious studies

Research Subject Area 5
- Administrative studies
- Anthropology
- Archaeology (except classical archaeology)
- Archival science
- Business
- Communications and media studies
- Criminology
- Demography
- Economics
- Environmental studies
- Folklore
- Geography
- Industrial relations
- Law
- Library and information science
- Management
- Political science
- Sociology
- Urban and regional studies

Research Subject Area 6
- Education
- Linguistics
- Psychology
- Social work

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